



DEPARTMENT OF THE ARMY
342nd MILITARY POLICE BATTALION
261 EAST 19TH STREET, BLDG. 1000
FORT LEONARD WOOD, MISSOURI 65473-5600

REPLY TO
ATTENTION OF


ATZT-DEL

JUL 19 2005

MEMORANDUM FOR The 342nd Military Police Battalion

SUBJECT: 342nd Military Police Battalion Command Policy #14 (Special Occasion Letters)

1. On the occasion of births, anniversaries, and birthdays, I want to formally extend my congratulations via a personal letter to the celebrant.
2. Company Commanders will ensure that the Battalion Commander's secretary has accurate information on anniversaries and birthdays of Soldiers assigned to the battalion. At a minimum, information on births will include the Soldier and spouse names; newborn name; gender; and height/weight. For anniversaries and birthdays, the day, month, and year of birthday/anniversary.
3. The 342nd Military Police Battalion secretary will prepare a letter for the SGM's and my signature NLT one week prior to the Soldier's birthday/anniversary.
4. I intend for Soldiers to have the day off on their birthday and I will so inform them in my birthday letter. On those rare occasions when it isn't possible for a Soldier to be off on his/her birthday, commanders will ensure the Soldier gets a day off in close proximity to his/her birthday. Commanders must ensure that all leaders are aware of, and comply with my intent.


MICHAEL D. BLACKWELL
LTC, MP
Commanding